

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>								1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
<input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i>		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Disclosure Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code 14. Agency Use	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Non-critical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4. Special Sensitive <input type="checkbox"/> 5. Moderate Risk <input type="checkbox"/> 6. High Risk			
		15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials
a. U.S. Office of Personnel Management		Full Performance Level GS-							
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position					17. Name of Employee <i>(if vacant, specify)</i>				
18. Department, Agency or Establishment Department of the Interior					c. Third Subdivision				
a. First Subdivision U.S Fish and Wildlife Service					d. Fourth Subdivision				
b. Second Subdivision Region					e. Fifth Subdivision				
19. Employee Review--This is an accurate description of the major duties and responsibilities of my position					Signature of Employee <i>(optional)</i>				
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the					knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.				
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>				
Signature			Date		Signature			Date	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. Type Name and Title of Official Taking Action					22. Position Classification Standards Used in Classifying/Grading Position Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.				
Signature			Date						
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a.. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									